



## **Assistant Director of Parks & Recreation – Recreation and Partnership Development**

City of Miami Gardens, FL. (109,700)

Posted Date: 10/02/12

Deadline: 10/16/12, or until filled.

Starting Salary: \$63,144 min. to \$78,929 mid. /DOQ

### **Nature of Work:**

This is a highly responsible administrative and supervisory work assisting in the planning and directing of administrative and departmental activities/functions for the Parks and Recreation Department.

Performs a variety of professional, administrative and supervisory work in a typical office setting and in the field related to departmental activities. Duties involve the protection of the health, safety and welfare of the community through effective programming and maintenance.

Responsibilities include coordinating internal and external relations (including staff training), supervising daily as well as long-range aspects of recreation programming and parks maintenance operations, working with Parks and Recreation Advisory Committee, assist with developing department policies and procedures, assist with the implementation of parks master plan, responding to public inquiries, and contact administration.

The incumbent exercises an extensive degree of independent judgment and application of managerial knowledge in planning and organizing a variety of administrative activities and in providing effective delivery of services to the citizens of the City of Miami Gardens.

Supervision is exercised through subordinate level of supervisors over a staff of administrative, recreation and park employees. General direction is received from the Department Director who hold the incumbent responsible for the professional implementation of departmental programs and activities and attainment of established performance benchmarks. Performs other related duties as assigned. Incumbent's performance will be reviewed periodically through conferences, written reports and evaluations.

### **Minimum Requirements:**

Bachelor's Degree with an emphasis in Parks and Recreation, Leisure Services, Business/Public Administration, or related field and five (5) or more years of progressively responsible experience at professional/management level in parks, recreations and/or leisure service functions, or a related field to include supervisory experience; an equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of this position may be considered. Possess and maintain a valid driver's license and satisfactory driving record throughout employment.

Please send Resume & Official City Application Form to:

**Human Resources Department, City of Miami Gardens  
1515 NW 167th Street; Bldg. 5 - Suite 200  
Miami Gardens, FL 33169  
Fax: (305) 622- 8265  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)  
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